

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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A. General Information

Grantee Name	City of Springfield, Missouri
Name of Entity or Department Administering Funds	Planning and Development
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Vern Morgan
Title	Grants Administrator
Address Line 1	P.O. Box 8368
Address Line 2	
City, State, Zip Code	Springfield, MO 65801-8368
Telephone	417/864-1844
Fax	417/864-1881
E-mail	vmorgan@springfieldmo.gov
Authorized Official (if different from Contact Person)	Gregg Burris
Title	City Manager
Address Line 1	P.O. Box 8368
Address Line 2	
City, State, Zip Code	Springfield, MO 65801-8368
Telephone	417/864-1001
Fax	417/864-1881
Email Address	gburris@springfieldmo.gov
Web Address where this Form is Posted	springfieldmo.gov

Amount Grantee is Eligible to Receive*	\$551,673
Amount Grantee is Requesting	\$551,673

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

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B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

The City's adopted Citizen Participation Plan requires that a substantial amendment to the Consolidated Plan 1) have notice published in a newspaper of general circulation, 2) allow a specified time period for public comment, 3) consult with the Citizen Advisory Committee for Community Development, and, 4) hold a public hearing before the City Council.

Notice of the substantial amendment, twelve-day comment period, and time and date for the City Council to hold a public hearing was published in the Springfield News-Leader on April 8, 2009. The Citizen Advisory Committee for Community Development was consulted on the HPRP at its regularly scheduled meeting on March 24, 2009. City Council held a public hearing on the substantial amendment and authorized submission of this grant application at its meeting of April 20, 2009.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

☐ Grantee did not receive public comments.

☐ Grantee received and accepted all public comments.

☒ Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response:

No written comments were received. Only one speaker addressed the City Council during the public hearing on the issue. The speaker suggested that all of the Stimulus funding that the City was to receive be dedicated solely for activities that directly create jobs. Since economic development is not the purpose of HPRP money, the speaker's comment cannot be accommodated.

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C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

☒ Competitive Process

☐ Formula Allocation

☐ Other (Specify: _____)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response:

The City will issue a request for proposals (RFP). All known qualified organizations will be contacted by direct mail, and the Continuum of Care (COC) will receive notice. Copies of the RFP will be provided to anyone upon request. Notice of the RFP will be published in the Springfield News-Leader, a local newspaper of general circulation and posted on the City's website. An evaluation committee, consisting of staff and objective parties, will be created to review applications and interview organizations having submitted proposals. One or more service providers will be selected, principally based upon proposal content: familiarity with HMIS reporting and HUD requirements; experience in providing prevention and re-housing programs; demonstrated capacity to perform; timetable for performance; and, outreach and collaboration plans.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response:

The City will have selected a service provider or providers by July 2, 2009. Once grant contracts are made available by HUD, the City will be prepared to execute contracts with service providers. Activity will commence by July 31, 2009.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description

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of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response:

The City will provide oversight, monitoring, accounting and quarterly reports to HUD. The service provider will have responsibility for program delivery, which will be centered around case management.

The City views grant implementation as a partnership effort. A timetable for performance will be generated. The City and the service provider(s) will determine eligibility criteria for program participation and appropriate levels of assistance. Guidelines for program operation will be established. This will provide a framework for the case managers and criteria for City monitoring and evaluation. The City will also be available to the provider(s) for technical assistance as needed.

The program will operate strictly on a cost-reimbursable basis. The City will perform desk monitoring by requiring back-up documentation for each item of expenditure submitted by the provider(s) for reimbursement. Time spent on grant activities will be documented through individual timesheets. In addition on-site monitoring will be performed within the first calendar quarter following program commencement, and no less often than annually after that. The City has developed grant program monitoring forms. Quarterly report information will be generated at the provider level.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

One local organization, the Community Partnerships of the Ozarks, that will be utilized is a network of community collaboratives that includes the COC and the Springfield Housing Collaborative.

Collaboration with other ARRA agencies will be a responsibility delegated to the service provider(s). The provider(s) will submit a plan for collaboration and cooperation in response to the City's RFP.

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2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response:

The COC and Housing Collaborative has been contacted and discussions on the HPRP were held at the Housing Collaborative meeting on April 2, a special session with the Executive Committee of the COC on April 6 and the full COC on April 15. Routine reports from the service provider and the City will be provided to the COC and Housing Collaborative during performance of the grant activities. All prospective service providers are COC members.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

Assistance to homeless individuals and families is recognized as a significant need in the City's Consolidated Plan. This funding provides for financial assistance for homelessness prevention that is no longer available from its principal financial source, the Missouri Housing Development Commission Trust Fund. A stable funding resource for relocation and stabilization services has not existed until the HPRP funding has become available. This funding will further objectives identified in the Consolidated Plan.

Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re- housing	Total Amount Budgeted
Financial Assistance ¹	\$241,668	\$12,000	\$253,668
Housing Relocation and Stabilization Services ²	\$143,520	\$120,000	\$263,520

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Subtotal (add previous two rows)	\$385,188	\$132,000	\$517,188
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Data Collection and Evaluation ³	\$ 6,901
Administration (up to 5% of allocation)	\$27,584
Total HPRP Amount Budgeted⁴	\$551,673

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

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F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official

Date

City Manager
Title